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DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
INTRADEPARTMENTAL CORRESPONDENCE

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SCHR Members

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Memorandum

To: Michael Bridges
Undersecretary

From: Susan Pellegrin *SP*
Human Resources Director

Subject: SCHR Recommendations

Date: March 4, 2010

BY TRC DATE 3-5-10
BY _____ DATE _____
BY _____ DATE _____

The following is a summary of actions recommended by the SCHR at its February 23, 2010 meeting:

1. To approve the Traffic Services Section's request to establish a new Engineering Technician DCL (TS 312) to serve as the Section's expert in specification writing and Qualified Product Lists development.
2. To approve the Traffic Engineering Section's request to establish an Engineer 6 DOTD (TS 317) to manage the Access Management and Traffic Impact Units, which are being combined within the Section.
3. To approve the Financial Services Section's request to establish a new Accountant 4 (AS 617) to serve as Grants Manager for DOTD. Job title is Non-Delegated and will, therefore, be submitted to Civil Service for allocation. The SCHR also discussed a proposed Accountant 4 (AS 617) to serve as DOTD's Asset Accountant, which has not yet been submitted to HR for review. The SCHR agreed that upon receipt, HR will review the request and advise the SCHR members via e-mail of HR's recommended action.
4. To postpone discussion of revisions to PPM #45, Procedures for Employment of Contract Consultants for Real Estate Services, until such time that DOTD's Chief Engineer can review the PPM with appropriate Right of Way staff.
5. To update PPM #55, Performance Planning and Review Procedures, to clarify language dealing with mid-year review dates and requirements for supervisors to conduct PPRs in order to maintain merit increase eligibility. The SCHR also requested that HR add language dealing with exceptions to this policy in the event of extenuating circumstances.

RECOMMENDED FOR APPROVAL _____ DATE _____

RECOMMENDED FOR APPROVAL _____ DATE _____

RECOMMENDED FOR APPROVAL _____ DATE _____

Michael Bridges
APPROVED _____ DATE 3.5.10

6. The SCHR revisited the In-Process (over-hire) concept and set the following In-Process limits:
 - o Office of Management and Finance – 5
 - o Office of Engineering – 15
 - o Office of Planning & Programming – 1
 - o Office of Operations – 75

The SCHR also recommended reviewing these In-Process numbers and staffing levels at each SCHR meeting until the end of the current fiscal year.

HR reported on Civil Service's General Circular 1795 which eliminates unused job titles, identifies sparsely populated job titles, and combines/consolidates job titles, many of which are located at DOTD. HR is currently working with affected areas of the Department to comply with the requirements set forth in this General Circular. HR also updated the SCHR on GC 1795's impact on the pending DOTD Program Manager job study.

The SCHR also reviewed general state DOT information from the 2009 AASHTO Salary Survey. Finally, the SCHR requested that HR send out additional information to properly interpret the provisions of PPM #29, Employee Conduct, whereby employees with both a home and cell phone number are required to provide both numbers to their appointing authority.

Your favorable approval of the above recommendations will be appreciated. Should you have any questions, please contact me.